

TAB

CIA INTERNAL USE ONLY

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010021-9

STATINTL

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-277: dated 9 May 1963

[REDACTED] Section Chief, GS-7
[REDACTED], Clerk Typist, GS-5
OS, DD/S

A. Summary of Suggestion

Suggesters proposed that surrendered badges be transmitted to the Badge Office via a pre-printed envelope in lieu of a transmittal sheet. Use of the new preprinted envelope and its new procedure expedites, improves, and speeds Badge filing and retrieval with less effort, time, handling, or supplemental marking or review.

B. Summary of Evaluation

OS reported suggestion was adopted, and the new Form #2048 is now in use as developed and submitted. It saves time and effort in Employee Activities Branch and ensures security of Badge handling and transmission between offices.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible Benefits (SLIGHT/LOCAL) divided equally between the suggesters.

D. Decision of Chairman

STATINTL

[REDACTED]

Chairman, Suggestion Awards Committee

\$50.00
Award

28 June 63
Date

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010021-9

CIA INTERNAL USE ONLY